

Minutes of the Finance Committee

Friday, October 19, 2012

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl, Dan Draeger, Cathleen Slattery, Bill Zaborowski, and Pamela Meyer. **Absent:** Richard Morris and Larry Nelson.

Also Present: Chief of Staff Mark Mader, Executive Committee Chair Paul Decker, UW-Cooperative Extension Co-Directors Jerry Braatz and Melinda Stuart, Senior Financial Budget Analysts Bill Duckwitz and Clara Daniels, Budget Manager Keith Swartz, Federated Library Director Tom Hennen, Administration Director Norm Cummings, Treasurer Pam Reeves, Deputy Treasurer Terry Schultz, Medical Examiner Dr. Lynda Biedrzycki, Office Services Coordinator Nicole Bauer, Emergency Preparedness Director Rich Tuma, Emergency Management Coordinator Bill Stolte, Radio Services Administrator Chris Petterson, Senior Financial Analyst Rob Dunn, Training and Operations Manager Sherri Stigler, Financial Budget Analyst Steve Trimborn, Public Works Committee Chair Dave Swan, Public Works Director Allison Bussler, Waukesha Metro Administration Director Kari Bloedow, Waukesha Metro Transit Director Bob Johnson, Programs & Projects Analyst Kurt Stanich, Business Manager Betsy Forrest, Engineering Services Manager Gary Evans, Fleet Manager Bob Rauchle, Highway Operations Manager Pete Chladil, Architectural Services Manager Dennis Cerreta, and Building Operations Manager Shane Waeghe. Recorded by Mary Pedersen, County Board Office.

Announcements

Haukohl advised there will be extra meetings in November (see page 3).

Discuss and Consider 2013 Operating Budgets for the Following Departments: UW-Cooperative Extension, Federated Library System, Treasurer, Medical Examiner, Emergency Preparedness, and Public Works

UW-Cooperative Extension

Braatz, Stuart, and Decker were present to discuss the proposed 2013 operating budget for UW-Cooperative Extension. Both revenues and expenditures are budgeted at \$633,748 – a decrease of \$79,306 or 11.1% from the adopted 2012 budget. The County tax levy is budgeted at \$343,063 – an increase of \$2,000 or 0.6%. The position summary shows a decrease of 2.43 for a total of 14.82 full-time equivalent (FTE) positions. This includes decreases of 0.79 for grant funded State 144 contract work and 1.64 for Americorps VISTA work. Braatz indicated the decrease in revenues is due to a loss of Community Development Block Grant funding. Information on a proposed draft amendment by the Executive Committee was distributed which involves accepting \$48,300 in additional federal grant funding. Haukohl felt the budget book should reflect the County Executive award given for the Drug Free Communities Coalition. Duckwitz said he would include this in the budget highlights. Haukohl also noted that the Executive Committee added the words “4-H” and “agriculture” to the mission statement of the department. Braatz went on to review the financial and position summaries, program highlights, and grant funding sources.

MOTION: Draeger moved, second by Zaborowski to tentatively approve the 2013 operating budget for the UW-Cooperative Extension Office. Motion carried 5-0.

Federated Library System

Hennen and Decker were present to discuss the proposed 2013 operating budget for the Federated Library System. Hennen explained the unique taxing formula that funds the library communities. Total revenues for 2013 are budgeted at \$1,852,736 – an increase of \$70,986 or 4.0% from the adopted 2012 budget. The County tax levy is budgeted at \$2,930,604 – an increase of \$47,118 or 1.6%. Expenditures are budgeted at \$4,697,340 – an increase of \$97,104 or 2.1%. The positions summary remains unchanged at 7.03 FTE positions. Hennen reviewed the financial and position summaries, program highlights, and library tax levy distribution.

Draeger suggested lobbying our legislators on free trade issues relating to e-books. Slattery agreed this was a problem. Haukohl asked Hennen to provide wording for future lobbying efforts. A brief discussion ensued on increased library usage. Decker, referring to the Hartland library, said they are becoming more like community centers by offering reading programs, etc.

MOTION: Draeger moved, second by Slattery to tentatively approve the 2013 operating budget for the Federated Library System. Motion carried 5-0.

Treasurer

Reeves and Schultz were present to discuss the proposed 2013 operating budget for the Treasurer's Office. Both revenues and expenditures are budgeted at \$640,038 – a decrease of \$3,750 or 0.6%. A total of \$7,053,462 in County tax levy will be credited – a decrease of \$235,000 or 3.2% from the adopted 2012 budget. The position summary remains unchanged at 5.60 FTE positions. Reeves reviewed the financial and position summaries, capital projects (both of which are complete or near complete), strategic outcomes and objectives, program highlights, and activity data.

MOTION: Zaborowski moved, second by Meyer to tentatively approve the 2013 operating budget for the Treasurer's Office. Motion carried 5-0.

Medical Examiner

Biedrzycki and Bauer were present to discuss the proposed 2013 operating budget for the Medical Examiner's Office. Both revenues and expenditures are budgeted at \$1,547,680 – an increase of \$113,595 or 2.9% from the adopted 2012 budget. The County tax levy is budgeted at \$949,310 – an increase of \$27,075 or 2.9%. The position summary shows an increase of 0.31 for a total of 11.80 FTE positions. Biedrzycki distributed supporting information for her budget presentation and reviewed the financial and position summaries, program highlights, and activity data. Biedrzycki noted that her office is increasing almost all of their fees next year.

MOTION: Slattery moved, second by Zaborowski to tentatively approve the 2013 operating budget for the Medical Examiner's Office. Motion carried 5-0.

Emergency Preparedness

Tuma, Dunn, et. al. were present to discuss the proposed 2013 operating budget for the Department of Emergency Preparedness. Total revenues are budgeted at \$1,687,020 – an increase of \$141,123 or 9.1% from the adopted 2012 budget. The County tax levy is budgeted at \$5,049,883 – an increase of \$200,000 or 4.1%. Expenditures are budgeted at \$6,471,150 – an increase of \$332,718 or 5.4%. The position summary shows an increase of 3.06 for a total of 63.54 FTE positions. This

includes 3.0 regular FTE positions and 0.06 in overtime. The budget and staffing increases were mostly due to the addition of New Berlin to countywide dispatch. Staff reviewed the strategic outcomes and objectives, capital projects, the financial and position summaries, program descriptions and highlights, and activity data. Dunn advised of a proposed amendment whereby Haukohl said it would be addressed at the October 29 Finance Committee meeting. It was noted that the Judiciary & Law Enforcement Committee supported the amendment.

MOTION: Zaborowski moved, second by Draeger to tentatively approve the 2013 operating budget for the Emergency Preparedness Department. Motion carried 5-0.

The committee recessed at 11:50 a.m. and reconvened at 12:42 p.m.

Public Works

Bussler, Forrest, Swan et. al. discussed the proposed 2013 operating budget for the Public Works Department. Bussler said there are no new monies in the budget except for an adjustment for fuel prices. Revenues are budgeted at \$18,810,303 – an increase of \$69,634 or 0.4% from the adopted 2012 budget. The County tax levy is budgeted at \$10,855,983 – an increase of \$200,000 or 1.9%. Expenditures are budgeted at \$29,665,367 – an increase of \$268,715 or 0.9%. The position summary shows a decrease of 0.02 for a total of 145.08 FTE positions. Staff went on to discuss activity data, the financial and position summaries, program highlights, and capital projects.

Staff distributed information on history of abolished positions in the department and a general budget overview including major changes to the 2013 budget to stay within their budget target. Mader distributed copies of a proposed amendment which adds an objective for a pilot program to extend the life cycle of patrol trucks. Haukohl said she may propose changing the word “extend” to “examine.” Daniels distributed copies of revised budget book page 325. Swan advised the Public Works Committee did not have any major concerns with the budget and did support the additional objective. Mader praised objective #1 regarding snow removal.

MOTION: Draeger moved, second by Zaborowski to tentatively approve the 2013 operating budget for the Public Works Department. Motion carried 5-0.

Schedule Next Meeting Dates

- October 29 (budget amendments)
- November 7 (regular meeting)
- November 20 (joint meeting)
- November 21 (regular meeting, if necessary)
- November 27 (before County Board)

MOTION: Meyer moved, second by Slattery to adjourn at 3:00 p.m. Motion carried 5-0.

Respectfully submitted,

William J. Zaborowski
Secretary